



Swami Keshvanand Institute of Technology, Management & Gramothan

(Accredited by NAAC with 'A++' Grade)

Approved by AICTE, Ministry of Education, Government of India

Recognized by UGC under Section 2(f) of the UGC Act, 1956

Affiliated to Rajasthan Technical University, Kota

Academic Audit Document

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SKIT/OFA/2023-24/OI

Date: 20.09.2023

NOTICE

It is to inform all concerned that the Office of Faculty Affairs will be conducting semester-wise academic audits of various departments.

The purpose of these audits is to ensure the quality and effectiveness of our academic programs to maintain compliance with institutional standards, and to identify areas for improvement. Your cooperation and participation in this process is pivotal.

The schedule of the visit is as mentioned below.

Schedule of Academic Audit

S. No	Department	Date of Academic Audit	Audit Team Members
1	Civil Engineering	29.09.2023 & 30.09.2023	OFA, Head (ME) & Head (DMS), Principal, Dean
2	Electrical Engineering	03.10.2023 & 04.10.2023	OFA, Head (CE), Director (Academics), Dean
3	Mechanical Engineering	26.10.2023 & 27.10.2023	OFA, Head (CSE), Principal, Dean
4	Electronics & Communication Engineering	09.10.2023 & 10.10.2023	OFA, Head (IT), Director (Academics), Dean
5	Basic Science & Humanities	12.10.2023 & 13.10.2023	OFA, Head (ME), Principal, Dean
6	Management Studies	16.10.2023	OFA, Head (CS) Director (Academics), Dean
7	Information Technology	17.10.2023 & 18.10.2023	OFA, Head (EE), Principal, Dean
8	Computer Science & Engineering	19.10.2023 & 20.10.2023	OFA, Head (ME), Director (Academics), Dean

Dr. Mukesh Arora

Head, Office of Faculty Affairs

Copy to:

Director, Director Academics, Principal, Registrar, Dean, Head OSA, IQAC
Head: EE, CE, ME, ECE, CSE, IT, Maths, English, Physics, Chemistry, MBA
1 year In-charge, All faculty members, Office file



Swami Keshvanand Institute of Technology,
Management and Gramothan, Jaipur
Office of Faculty Affairs



SKIT/OFA/2023-24/ 11

Date: 11.03.2024

NOTICE

It is to inform all that the Office of Faculty Affairs will be conducting semester-wise academic audits of various departments, and we are pleased to provide you with the schedule for these audits. The purpose of these audits is to ensure the quality and effectiveness of our academic programs, maintain compliance with institutional standards, and identify areas for improvement. Your cooperation and participation in this process is essential.

Schedule of Academic Audit

S. No.	Department	Date of Academic Audit	Audit Team Members
1.	Civil Engineering	1.4.2024 & 2.4.2024	Director (Acad.), Principal, Dean, OFA, Head (CSE), NBA Coordinator
2.	Electrical Engineering	5.4.2024 & 6.4.2024	Director (Acad.), Principal, Dean, OFA, Head (ME), NBA Coordinator
3.	Electronics & Communication Engineering	16.4.2024 & 17.4.2024	Director (Acad.), Principal, Dean, OFA, Head (CE), NBA Coordinator
4.	Mechanical Engineering	18.4.2024 & 19.4.2024	Director (Acad.), Principal, Dean, OFA, Head (EE), NBA Coordinator
5.	Information Technology	20.4.2024	Director (Acad.), Principal, Dean, OFA, Head (CSE), NBA Coordinator
6.	Computer Science & Engineering	22.4.2024 & 23.4.2024	Director (Acad.), Principal, Dean, OFA, Head (IT), NBA Coordinator
7.	English	24.4.2024	Director (Acad.), Principal, Dean, OFA, Head (ME), NBA Coordinator
8.	Mathematics	25.4.2024	Director (Acad.), Principal, Dean, OFA, Head (CE), NBA Coordinator
9.	Physics	26.4.2024	Director (Acad.), Principal, Dean, OFA, Head (ME), NBA Coordinator
10.	Chemistry	27.4.2024	Director (Acad.), Principal, Dean, OFA, Head (IT), NBA Coordinator
11.	Management Studies	30.4.2024	Director (Acad.), Principal, Dean, OFA, Head (ME), NBA Coordinator

All HODs are requested to get involved in the process along with two senior faculties.

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Dr. Mukesh Arora

Head, Office of Faculty Affairs

Copy to:
Director, Director Academics, Principal, Registrar, Dean, Head OSA, IQAC
Head: EE, CE, ME, ECE, CSE, IT, Maths, English, Physics, Chemistry, MBA
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Office of Faculty Affairs



SKIT/OFA/2024/ 12

April 10, 2024

INTERNAL ACADEMIC AUDIT REPORT

PART – I: PRELIMINARY INFORMATION

Academic Year: 2023-2024

Department: Civil Engineering

Date: 1-4-2024

Members of Audit Committee:

1. Dr. S. L. Surana (Director Academics)
2. Dr. Mukesh Arora (Head-OFA)
3. Dr. P. K. Jain (NBA Coordinator)
4. Dr. Mukesh Gupta (Head-CSE)
5. Dr. Ankush Tandon (Member-OFA)

PART –II: ACADEMIC INFORMATION

Sr.No.	Particular	Yes/No	Remark if any
1.	CO-PO-PSO mapping for all courses are available	Yes	Need revision as per NBA team suggestions
2.	Mapping of the curriculum with POs and PSOs	Yes	Mapping of the curriculum with POs and PSOs is available
3.	Teaching plans for all the courses prepared by the respective faculty are available.	Yes	In few subjects teaching plan is required to be revised according to the teaching hours allocated by the RTU and semester duration.
4.	Faculty Handbook for all courses	Yes	<ul style="list-style-type: none">• Faculty handbooks are maintained well.

			<ul style="list-style-type: none"> Additional reference books need to be included in the faculty handbook.
5.	The updated faculty Course file is available	Yes	The course files were found updated and checked by the head of the department.
6.	The laboratory manuals for all courses are available.	Yes	Lab Manuals were found updated.
7.	Assessment of assignments and Unit Tests	NO	<ul style="list-style-type: none"> Unit Test were not taken Only few faculty members have assessment sheet. Quality of Assignment is poor.
8.	Result Analysis of previous semester result	Yes	Result analysis file is updated
9.	CO-PO-PSO attainment done for all courses	Yes	CO-PO-PSO attainment for all courses are evaluated
10.	Remedial classes are conducted for students whose performance is not satisfactory in the Midterm exams.	NO	Mid Term of IV and VI were not held so remedial classes are not scheduled.
11.	Curricular/Co-curricular/extra-curricular/value added programs/conduction of GATE classes and enrichment programs are conducted at the department.	Yes	<ul style="list-style-type: none"> GATE classes were held for session 2022-2023. GATE classes were not held for session 2023-2024. <p><i>It is suggested to conduct GATE classes for interested students.</i></p>
12.	Adherence to Academic activity planner of events of the department.	Yes	The department has organized events according to the academic activity planner
13.	Students (mid-term and end term) feedback conducted and analysis done.	Yes	Analysis has been done

	Course exit feedback conducted and analysis done.	Yes	Analysis has been done
15.	Program exit survey conducted and analysis done	Yes	Analysis has been done
16.	Parents feedback conducted and analysis done.	Yes	Analysis has been done
17.	Skill development online courses opted by students (NPTEL, Spoken Tutorials)	Yes	File is found updated
18.	Counseling and mentoring done for students	Yes	Batch counseling system should be more strengthen
19.	Online courses/ MOOCs completed by faculty.	Yes	<ul style="list-style-type: none"> A good number of faculty members have earned online certification of Swayam NPTEL
20.	Number of Publication and Quality of Publication.	Yes	Number of Publication and Quality of publication were found satisfactory.
21.	Organization of Seminar/conference/workshop etc.	Yes	ICI Fest -1 Seminar- Nil Workshop-7 Expert Lecture-07 <i>It is suggested to organize International Conference and FDP</i>
22.	Organization of industrial visit/ Project exhibition etc.	Yes	Industrial Tour-5 days Site Visit-08
23.	Utilization of Budget	Yes	Approved Budget: 20 Lacs Utilized: 18.31 Lacs
24.	Ongoing Research/Sponsored Research Project Details	Yes	Consultancy of Rs 20 lacs from PDCORE and Road Safety.



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	Student Placement, Internship and Training activities	Yes	11 students are placed of 2024 batch.
26.	Infrastructural Details of the Department	Yes	-
27.	Action taken report of the previous year "Academic Audit" findings and the effectiveness of the same	Yes	Report is available
28.	Faculty Information (No. of Professors, Associate professors and assistant Professor required and available)	Yes	Professor: 2 Associate Professor: 05 Assistant Professor: 17
29.	Technical Staff Information	Yes	Technical Staff: 8

In addition to the aforementioned criteria, the department is requested to furnish the following information:

A. Records of PTM regarding highly irregular and extremely weak students.

Remark: Parent Teacher Meeting is not organized in the current academic session.

B. Feedback from 4-5 students in detail (regular, irregular, weak, average, fast learner).

Remarks:

Audit members have gathered feedback from students, noting the following points:

1. The new assignment pattern is preferred over the previous one.
2. Students make minimal use of the library facilities.
3. Participation in club activities is notably low among students.
4. More Student workshop need to be organized.
5. Organizing GATE classes for second-year and third year students is recommended.
6. Detailed CRT Course plan (lecture wise) is to be shared with students. In addition to this once in a week, doubt classes are to be organized.
7. Soft skills classes are to be organized for II year students.

(Signature)



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Suggestions for improvising the academic quality:

1. Regular organization of Parent-Teacher Meetings is imperative each semester.
2. The Department Head is kindly requested to gather detailed feedback from 4-5 students, encompassing a range of performance levels including regular, irregular, weak, average, and fast learners.
3. Assignment sheets should include questions with higher levels of Bloom's taxonomy.

1. Dr S.L. SURANA S.L. Surana
12/4/24

2. Dr. Mukesh Anand Mukesh

Name and Signature of Audit Team Members

3. Dr. Praveen Kumar Jain P Jain

4. Dr. Mukesh kr. Gupta for MK
12/4/24

5. Dr. Ankush Tandon Ajandan
12-4-24